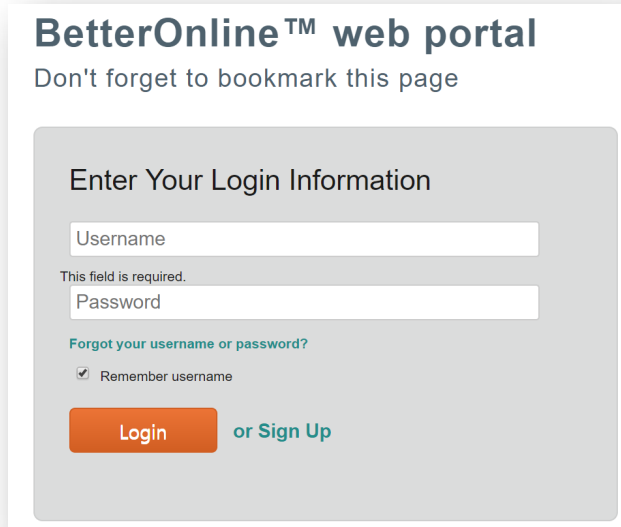


BETTERONLINE™ REGISTRATION

INDIVIDUAL/EMPLOYER REGISTRATION INSTRUCTIONS

1. Open your browser.
2. Go to <https://fms.publicpartnerships.com/PPLPortal>
3. Click on the Sign Up link



BetterOnline™ web portal
Don't forget to bookmark this page

Enter Your Login Information

Username

This field is required.

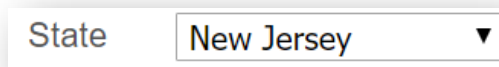
Password

[Forgot your username or password?](#)

Remember username

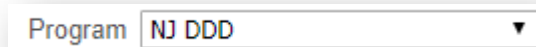
or [Sign Up](#)

4. Select New Jersey from State dropdown menu



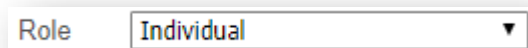
State

5. Select NJ DDD from the Program dropdown menu



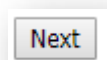
Program

6. Select Individual from the Role dropdown menu.



Role

7. Click Next



8. Enter the Individual's Last Name in the corresponding field



Last Name *

9. Enter the Individual's nine-digit Social Security Number in the corresponding field

Social Security Number *

10. Enter your Date of Birth (DOB) in the corresponding field

DOB *

11. Click Next

12. The Individual's name will automatically populate the First Name and Last Name fields.

13. Enter a username.

Username:

14. Enter an e-mail address.

Email Address:

15. Enter a password.

Password:

16. Re-enter your password for confirmation.

Confirm Password:

17. Select three security questions and enter an answer it each corresponding field.

Security Questions:

What was the name of your childhood best friend?	Andrew
What city were you born in?	Newark
What is the name of your sibling?	Mike

18. Click Submit.

19. Your username has been created. Click on the link to login.

New User Registration

User Creation Completed:
Online user registration has been completed! Your account has been created successfully.
[Click here](#) to login

20. Enter your username and password. The click on the Login button.

BetterOnline™ web portal

Don't forget to bookmark this page

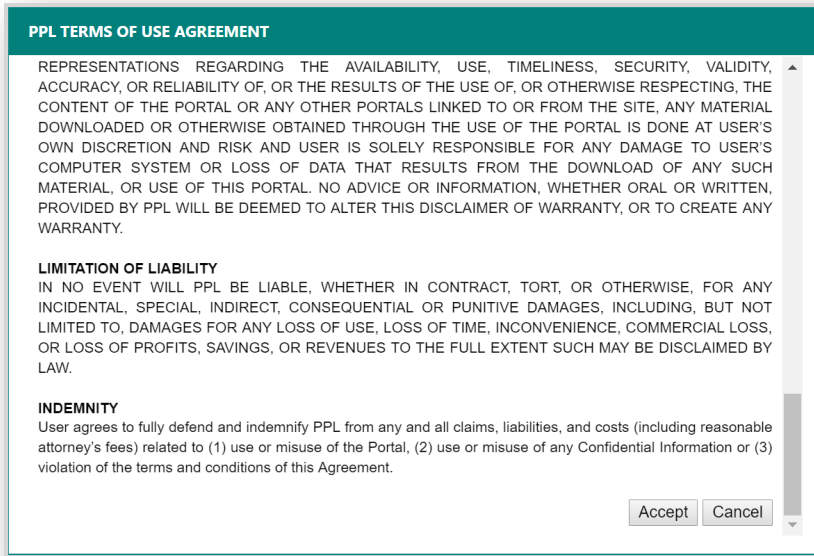
Enter Your Login Information

[Forgot your username or password?](#)

Remember username

or [Sign Up](#)

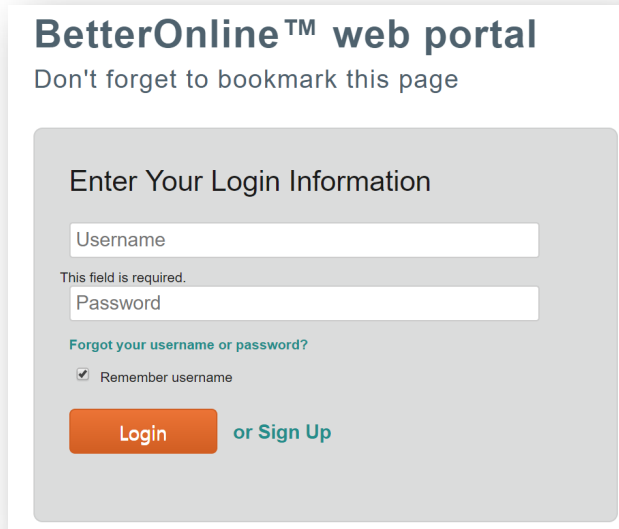
21. Read and accept the PPL Terms of Use Agreement.



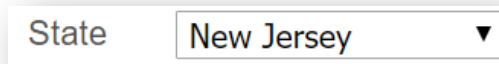
22. Congratulations. You are now ready to use BetterOnline™.

SELF-DIRECTED EMPLOYEE REGISTRATION INSTRUCTIONS

1. Open your browser.
2. Go to <https://fms.publicpartnerships.com/PPLPortal>
3. Click on the Sign Up link



4. Select New Jersey from State dropdown menu



5. Select NJ DDD from the Program dropdown menu

Program NJ DDD

6. Select Self-Directed Employee from the Role dropdown menu.

Role Self-Directed Employee

7. Click Next

Next

8. Enter the Employee's Provider ID. The Provider ID is the Employee PPL ID provided in the Welcome Packet

Provider ID * PONJD008189

9. Enter the Employee's nine-digit Social Security Number in the corresponding field

Social Security Number * 987654321

10. Enter the Employee's Last Name in the corresponding field

Last Name * Test

11. Click Next

Next

12. The Employee's name will automatically populate the First Name and Last Name fields.

13. Enter a username.

Username:

14. Enter an e-mail address.

Email Address:

15. Enter a password.

Password:

16. Re-enter your password for confirmation.

Confirm Password:

17. Select three security questions and enter an answer to each corresponding field.

Security Questions:	
What was the name of your childhood best friend? ▼	<input type="text" value="Andrew"/>
What city were you born in? ▼	<input type="text" value="Newark"/>
What is the name of your sibling? ▼	<input type="text" value="Mike"/>

18. Click Submit.

19. Your username has been created. Click on the link to login.

New User Registration

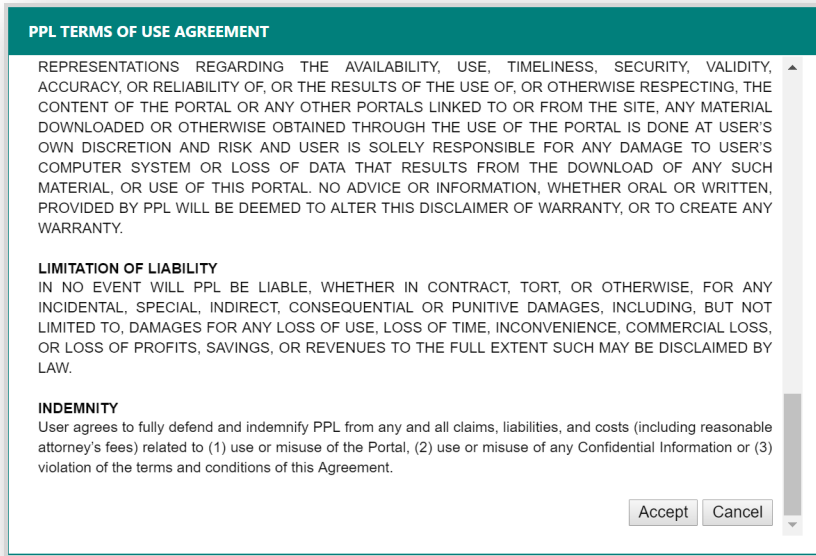
User Creation Completed:

Online user registration has been completed! Your account has been created successfully.

[Click here](#) to login

20. Enter your username and password. The click on the Login button.

21. Read and accept the PPL Terms of Use Agreement.



22. Congratulations. You are now ready to use BetterOnline™.